

## UNITED NATIONS DEVELOPMENT PROGRAMME

### TERMS OF REFERENCE

#### Kigali Amendment Technical Consultant



<b>Application Type:</b>	External Vacancy
<b>Job Title:</b>	Kigali Amendment Technical Consultant
<b>Category:</b>	Montreal Protocol – Ozone Depleting Substances
<b>Brand:</b>	UNDP
<b>Application Deadline:</b>	5 <sup>th</sup> December 2019 (midnight NY time)
<b>Duty Station:</b>	Home based with travel to Suva, Fiji
<b>Type of Contract:</b>	Individual Consultant
<b>Languages Required:</b>	English
<b>Starting Date:</b>	16 <sup>th</sup> December 2019
<b>Duration of Contract:</b>	80 days (16 <sup>th</sup> December 2019 to 30 <sup>th</sup> June 2020)

## 1. Background

Fiji, a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer, intends to ratify the Kigali amendment to phase down the HFCs (Hydrofluorocarbons). The 80<sup>th</sup> Meeting of the Executive Committee of the Montreal Protocol, held in November 2017, approved Fiji's Enabling Activity plan to support the ratification of the Kigali amendment.

The United Nations Development Programme (UNDP) is the designated implementing agency for implementing the enabling activities for Fiji and provides the required technical and programmatic support for preparation and implementation of enabling activity as approved.

## 2. Duties and Responsibilities

### 2.1 Scope of work

The Consultant will work under the supervision of the Senior Environment Officer, Ozone Depleting Substances Unit, Department of Environment, Government of Fiji and Programme Officer, UNDP, and is expected to deliver the followings:

- Support development of technical assessment report on the current and future demand of HCFCs and HFC
  - Make visits to enterprises (to understand the current & future demand of HCFCs and HFCs consumption/requirements, hold meetings with stakeholders, review existing materials)
  - Liaise with the National Ozone Unit (NOU) and Legal consultant to incorporate his/her inputs in the draft report.
- Report on review of existing Licensing and permitting system in view of HCFC phase-out and HFC phase down developed and finalized
  - Study the existing license and permit system and prepare a report on the existing system *vis-à-vis* changes required in view of the Kigali amendment.
  - Liaise with NOU and Legal consultant to incorporate his/her inputs in the draft report.

- Support preparation of report on the assessment of coordination mechanism with regulatory authorities for monitoring and enforcement
  - Organize meetings with NOU and other government officials as required.
  - Review the report prepared by the national consultant on the Technical Assessment on current and future demands of HFC consumption and provide global perspective.
- Assist UNDP/NOU in activities related to the implementation of the Enabling activities and Hydrofluorocarbon Phase-out Management Plan (HPMP)
  - Organize and conduct meetings with UNDP, companies, equipment suppliers and other stakeholders to understand the issues and challenges.
  - Organize and conduct various awareness programmes for government as well as public to create awareness about Kigali amendment.
  - Design and develop outreach material for capacity building of various stakeholders for the Kigali amendment.
  - Prepare reports containing the activities done, the outcomes, conclusions and recommendations on the overall HFC phase down enabling activities
  - Assist NOU in activities related to HPMP II preparation
  - Coordinate with UNDP Fiji and Montreal Protocol Unit (MPU) Bangkok for the activities as required

## **2.2 Deliverables**

1. Technical assessment report on the current and future demand of HCFCs and HFCs developed
2. Report on review of existing Licensing and permitting system in view of HCFC phase-out and HFC phase down developed and finalized
3. Report on the assessment of coordination mechanism with regulatory authorities for monitoring and enforcement developed
4. Activities related to the implementation of the Enabling Activities and HPMP are supported

## **3. Duration**

The duration of contract will be for 80 days during December 2019 to June 2020.

## **4. Duty Station**

Home-based with three missions (5 days each) to Suva, Fiji (tentatively January 2020, March 2020 and May 2020).

## **5. Fee**

The consultant will receive payment based on daily fees, for the maximum of 80 (eighty) working days under this assignment.

The candidate shall quote his/her services on a per diem amount basis that shall include all expenses that may be foreseen to carry out above assignment.

Three missions to Suva, Fiji are required. Should there be any other additional travel, expenses inclusive of living allowances will be covered by UNDP based on established rates.

A Best value for Money approach will be used in the evaluation of the applicants and will lead to a combined score for technical capabilities and the financial offer. The short-listed candidates, based on their technical capabilities, will receive the standard format that they must fill out to submit their financial offer.

## **6. Core Competencies**

### **Corporate:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Technical:**

- Ability to analyse policy documents and make constructive policy suggestions;
- Strong interpersonal, communication and diplomatic skills, ability to work in a team;
- Capacity building skills and flexibility depending on the public;
- Demonstration of commitment to the Project's mission, vision and values;
- Good writing and reporting skills;
- Good presentation skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.

**Professionalism:**

- Works toward creative solutions by analyzing problems carefully and logically – inspires and fosters innovation by highlighting innovative;
- Shares knowledge and is willing to provide support to others who request advice or help;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise.

**Client Orientation:**

- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Maintains strong relationships with partners and clients.

## **7. Qualifications and Requirements:**

Education:

- Bachelor's degree in Engineering, Environmental Science, Administration, or related field;

Experience:

- At least 5 years of working experience in work related to the Montreal Protocol is required.
- Experience of working with government, NGO or UN. Experience in the Pacific countries would be an asset.
- Provision of support in organization of workshops and/or preparation of workshop materials
- Experience in preparation and execution of technical reports. Experience in such preparation related to Montreal Protocol will be an added value.
- Working experience pertinent to environment-related field in developing countries will be an added advantage.

Language Requirement:

- Proficiency in English (with ability to write reports, carry-out meetings, conduct seminars and perform trainings in English)

## **8. Criteria for selection of individual consultant for award of contract:**

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the qualifications and experience will be weighted a maximum of 70 points and combined with the price offer which will be weighted a max of 30 points out of 100 points.

**8.1 Method:** Cumulative analysis method will be used to evaluate proposals.

When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive, compliant, acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation

*Technical Criteria weight: 70%*

*Financial Criteria weight: 30%*

## **8.2 Technical Evaluation**

Only those candidates that meet the minimum level of education, relevant years of experience and language requirements will be considered for the technical evaluation. The technical evaluation will be conducted by a desk review to select the shortlisted candidates (those that score at least 49 out of total 70 obtainable scores). The technical evaluation may also include interviews with shortlisted candidate(s).

Only applicants obtaining a minimum of 49 points on technical evaluation will be considered for the Financial Evaluation

### **Technical Proposal (70 Points) 70% weight**

**Technical proposals will be evaluated based on the following criteria:**

#### *Educational and Professional Background (70%)*

- Relevance of educational background with at least Bachelor's degree	15 points
- At least 5 years of working experience relevant to the Montreal Protocol	15 points
- Experience of working with government, NGO or UN, especially in the Pacific countries.	10 points
- Experience in preparation and execution of technical reports/workshops. Experience in such preparation related to Montreal Protocol will be an added value.	15 points
- Working experience pertinent to environment-related field in developing countries in will be an added advantage.	10 points
- Proficiency in English (with ability to write reports, carry-out meetings, conduct seminars and perform trainings in English)	5 points
<b>TOTAL</b>	<b>70 points</b>

## **8.3 Financial evaluation (Weight 30%)**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

Financial Proposal (30% weight of combined score)

## **8.4 Contract Award**

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

## **8.5 Institutional arrangement**

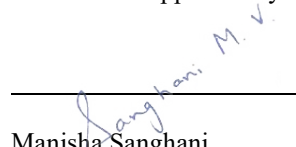
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- The Consultant will be responsible for providing her/his own laptop.
- The Consultant will work under the supervision of the Senior Environment Officer, Ozone Depleting Substances Unit, Department of Environment, Government of Fiji and Programme Officer, UNDP.

## **8.6 Payment modality**

Payment to the Individual Contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the supervisor.

### **9. Terms of Reference Approval:**

This TOR is approved by:



Manisha Sanghani  
Programme Specialist, Montreal Protocol Unit/Chemicals  
UNDP Bangkok Regional Hub